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DD, Chrono

14 February 1985

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MEMORANDUM FOR: Director of Central Intelligence
Deputy Director of Central Intelligence
Executive Director
Deputy Director for Administration^{ly}

THROUGH: Deputy Director for Intelligence

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FROM:

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SUBJECT: Suggestion On How To Do Our Job Better: Write a Guide to the Regulations

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1. Suggestion: Write one handbook which provides a gist of all Agency regulations. The handbook should be written clearly and accurately while conveying the meaning and intent of the regulations. It should be appropriately cross-referenced and fully indexed. One copy should be provided to each employee.

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2. Procedure for Implementing Suggestion: Select a qualified writer interested in carrying out this suggestion. The writer need not, and probably should not, have any experience in writing legalistic language. The writer would gist each section of the regulations (I have attached an example; note the savings in words from about 630 to 160). Ensure that the appropriate elements in the DDA review the draft for accuracy. The writer could cross-reference and index the handbook.

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3. Costs: The cost would be the time it takes a writer to do the task and the cost of publishing and distributing the book. I believe a good writer could gist each book of regulations in three weeks.

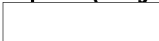
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4. Payoffs: The payoffs would be impossible to quantify but could be far-reaching. A readily available handbook for each worker would heighten employee awareness and understanding of Agency rules and regulations, and should result in employees consulting the regulatory books more frequently and more effectively. This would likely result in greater employee compliance with Agency procedures and thereby improve the coherence and excellence of

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Agency performance. (A similar handbook guide could be written for existing Executive Orders). Furthermore, employees would be grateful to management for taking the effort to help employees understand the regulations; this gratitude could improve morale. 

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Attachments: As stated

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[Redacted]

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SUBJECT: Suggestion On How To Do Our Job Better: Write a Guide to the Regulations [Redacted]

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